**Project Proposal Guidelines**

Be convincing. This document is intended to convince stakeholders why project needs to be carried out.

One way to structure a proposal...

* **Background /6** ie. what is the problem, why is it important and how will it be solved. Sometimes helpful to approach problem with 5 whys to identify root cause
* **Technical /10**
  + can include UML diagrams to help communicate the following:
    - how the solution will work
    - help identify components of system
    - how data flows through the system
    - ERDs

**System Architecture diagrams (high level) are great for this purpose**

* how will deployment and ongoing support be given?
* **Budget/Timelines /5**
  + can be represented as actual cost (dollar value) or as FTE of X staff

Always appreciated if developers bake in at-least two options into the proposal; typically a cost effective approach vs a more expensive solution. This often helps developers get buy in and often yields a greater acceptance rate 🙂